

## RECRUITMENT/RELOCATION BONUS JUSTIFICATION FORM

Name:	SSN:
Organization/Code:	
Position Title/Series/Grade:	

TYPE OF BONUS:	<input type="checkbox"/> RECRUITMENT	<input type="checkbox"/> RELOCATION
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1. I have reviewed the criteria for offering recruitment/relocation bonuses as outlined in 5 CFR 575 and have determined that its use is necessary based on an analysis of the following factors: **(Mark applicable factors with an X and provide justification.)**

- ☐ Results of recent efforts to attract quality candidates for similar positions, as evidenced by offer/acceptance rates, the proportion of positions filled, and/or the length of time required to fill similar positions;
- ☐ Recent turnover in similar positions;
- ☐ Labor-market factors that may affect the organization's ability to recruit quality candidates for similar positions now or in the future.
- ☐ Special qualifications needed for the positions; and / or
- ☐ The practicality of using a superior qualifications appointment, separately or in conjunction with a recruitment bonus (recruitment bonuses only).

### NARRATIVE JUSTIFICATION:

2. I certify that absent payment of this \_\_\_\_\_ bonus, this Activity would encounter difficulty in filling the position.
3. The applicant is being appointed to a \_\_\_\_\_ (pay plan, i.e. GS/WG) \_\_\_\_\_ (grade level), step \_\_\_\_\_ position. I recommend approval of ☐ recruitment/☐ relocation bonus in the amount of \$\_\_\_\_\_, which is equivalent to \_\_\_\_\_ % of the candidate's salary.
4. In requesting this approval, I have given careful consideration to overall pay alignment within the organization and other salary management considerations and have determined that payment of this recruitment bonus is in the best interest of the government.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Official's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HRO Review

\_\_\_\_\_  
Date

## Recruitment/Relocation Bonus

### Recruitment Bonus

A Recruitment Bonus of up to 25 percent of the annual rate of basic pay (excluding locality pay) may be paid to “newly appointed” eligible individuals appointed to a difficult-to-fill General Schedule (GS) position or to another type of position for which such payments have been approved by the Office of Personnel Management (OPM) including an employee reappointed with a 90-day break in service.

Before receiving a recruitment bonus, an employee must sign a written service agreement to complete a specified period of employment with the agency. The minimum allowed service period is 6 months. The bonus is paid in a lump sum. If the employee fails to complete the agreed-upon service period, he/she must repay the portion of the bonus attributable to the uncompleted period. Exception: No repayment is required if the employee is involuntarily separated (for reasons other than misconduct or delinquency).

### Relocation Bonus

A Relocation Bonus of up to 25 percent of the annual rate of basic pay (excluding locality pay) may be paid as a lump sum to eligible employees who are serving in a GS position. Before receiving a relocation bonus, an employee must sign a written service agreement to complete a specified period required by OPM regulations; however, agencies may establish a minimum period under their relocation bonus plans. Only current employees serving in a GS or other OPM approved position (covered position) who are relocating to another covered position may receive a relocation bonus. Newly appointed employees are not eligible.

Before the employee enters on duty in the position to which relocated, the agency must determine in writing that, in absence of the bonus, the agency would encounter difficulty in filling the position. Agency determinations to pay a relocation bonus normally must be made on a case-by-case basis.

If an employee fails to complete the agreed-upon service period, he or she must repay the portion of the relocation bonus attributable to the uncompleted period of service. Exception: No repayment is required if the employee is involuntarily separated (for reasons other than misconduct or delinquency) or if the employee is involuntarily relocated to a different commuting area.